

Figure SC810.F6. Form CA-13, "Instructions to Employees When Injured on the Job"

NOTICE TO EMPLOYEE

The attached card provides instructions for you and your family in the event of your injury or death as a result of your employment.

Detach the card and keep it in your wallet for reference. It is important that you and your dependents know what to do in order to receive FECA benefits.

U.S. DEPARTMENT OF LABOR
Employment Standards Administration
Office of Workers' Compensation Programs (OWCP)
Washington, D.C. 20210

**WORK INJURY BENEFITS FOR FEDERAL EMPLOYEES**

If you sustain injury, which includes occupational disease, damage to medical braces, artificial limbs, or other prosthetic devices, you may be entitled to benefits of the Federal Employees' Compensation Act (FECA).

WHEN INJURED

1. Notify your supervisor immediately and obtain authorization for medical care.
2. In traumatic injuries, you or someone acting on your behalf must complete the employee's portion of Form CA-1, and return it to your employing agency within 30* days of the injury. Use Form CA-2, if disability results from an occupational disease.

*(Claim may be valid if filed within 3 years following the injury.)

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Form CA-13
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For more detailed information, carefully read the sheets which are attached to Forms CA-1 and CA-2.

3. If disabled due to traumatic injury, you may use leave, or request continuation of pay, not to exceed 45 days. Thereafter compensation is claimed on Form CA-7. If disabled due to occupational disease, you may use leave, or claim compensation on Form CA-7.

DEATH BENEFITS

Compensation may also be payable to certain members of your family for job-related death. A claim for death benefits must be filed with your agency or the OWCP no later than 3 years following death. Beneficiaries may obtain assistance from your agency or the OWCP.

For additional information about the FECA, read pamphlet CA-11, When Injured at Work. (Rev. 7/87) available from your agency. The agency will also give you all needed forms and the address of the OWCP office which services your area.

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**INSTRUCTIONS TO FEDERAL AGENCIES**

1. Issue this card to each employee of your agency.
2. Further information regarding the Federal Employees' Compensation Act (FECA) may be obtained from the OWCP and/or Chapter 810 of the Office of Personnel Management's Federal Personnel Manual.
3. Additional cards may be obtained from the OWCP office servicing your area.

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